



COUNTY OF KAUAI

DEPARTMENT OF PERSONNEL SERVICES

News Release

For Immediate Release: August 29, 2011

MALCOLM FERNANDEZ, DIRECTOR
Tel (808) 241-4956
Fax (808) 241-6593

County to switch to electronic job applications on Sept. 1

LĪHU'E – County officials announced that starting Thursday, Sept. 1, applications for county jobs will only be accepted online.

"The state government and the City and County of Honolulu went paperless several years ago. It's much more efficient to manage job applications electronically than paper applications," said Malcolm Fernandez, director of Personnel Services. "We actually began offering this option four years ago when we introduced the NEOGOV Insight system. Over time, the public has accepted the change."

Noting the benefits to applying online, Fernandez said that the NEOGOV system is user-friendly and can be accessed 24/7.

He said, "You simply log on to the county website, www.kauai.gov, and click on the job opportunities link. If you find a job you're interested in, the next step is to click on the job title, and then click on the apply link."

Once an application has been submitted, an automatic e-mail reply confirming receipt of the application will be sent immediately.

First-time users will need to create an account and select a user name and password. An email address is also required. After an account has been established, the user can fill out an application and save it to apply for any county job.

“If you don’t have a computer with Internet access, there are a number of places you can go to and use their designated computers at no charge, e.g. any public library (a Hawai‘i state library card is required),” said Fernandez. “There are several locations at the Līhu‘e Civic Center where the public can go to apply for a county job including: the Workforce Development office; Pi‘ikoi Building atrium; Kapulē Building; as well as the Department of Personnel Services (DPS) office.”

Besides the ease of navigating through the system, another benefit to the county going paperless with job applications is the DPS staff now has a real-time database of applicant information at their fingertips.

“We’ll be able to generate reports and track all kinds of data electronically. This will help us to analyze information collected such as applicant flow, recruitment costs, positions that are drawing the most interest, and more,” said Fernandez.

He said that the entire recruitment process is now being managed electronically – from the departments’ request to recruit, to the review of applications and referrals to the departments, as well as the departments’ ability to check the status of their recruitment process at any time.

Time-saving is another advantage to the county using NEOGOV.

“Once we get through the transition phase, we’ll be able to focus our time and energy on other areas,” Fernandez noted. “And of course, we’ll also save a lot of paper.”

Any with questions about applying for a county job online can contact the Department of Personnel Services at 241-4956.

###